

Questionnaire

Note: This document addresses Moodle™ version 1.8. Other versions may require modifications to some instructions mentioned herein.

Choose **Questionnaire** from the Add an activity drop-down menu

The following window will appear:

The screenshot shows the 'Adding a new Questionnaire' form. It includes fields for Name, Summary (with a rich text editor), Path, Use Open Date, Use Close Date, Type (respond many), Respondent Type (fullname), Respondent Eligibility (all), Students can view ALL responses (Never), Questionnaire Type (Private), and Save/Resume answers (No). At the bottom, there are options to Define New Content: Create new, OR - Copy existing, or OR - Use public. A Continue button is at the bottom right.

Name: Enter a name for your questionnaire

Summary: Write a brief description of the questionnaire

Use Open Date: Check the box to select the date and time to open the questionnaire. If this is not set, it will be open immediately.

Use Close Date: Check the box to select the date and time to close the questionnaire. If this is not set, it will never close.

Type: Choose once if users can only answer one time; choose respond many if they may answer several times.

Respondent Type: Choose full names to know what each user's answers are or anonymous if identities do not matter

Respondent Eligibility: Decide who may answer the questionnaire:

- all
- students only
- teachers only

Students can view ALL responses: Decide when the students can view the responses to the questionnaire:

- Never – default
- After answering the questionnaire - allows users to see all responses after answering a questionnaire that is set **to respond once only**
- After the questionnaire is closed
- Always

Questionnaire Type:

- Private - belongs to the course it is defined in only. Editing teacher of that course may make changes, and all teachers can review the results.
- Public - shared among courses. Only the teacher who created the original questionnaire may make any changes.
- Template – can be copied and edited. This type of questionnaire cannot be used directly, but its content can be copied into a new questionnaire and edited.

Save/Resume answers: Decide if students should be allowed to stop in the middle of the questionnaire and return later.

- No – the questionnaire is not save; students cannot return later to finish
- Yes – allows students to stop in the middle of the questionnaire and return later

Define New Content: To create new questionnaire content, select one of the radio button options, and click 'Continue' at the bottom. 'Create new' is the default.

1. *Create New* – allows you to enter the questionnaire content from scratch. Select this option and click 'Continue'. You will enter the questionnaire editor once 'continue' is pressed.
2. *Copy Existing* - copies a pre-existing questionnaire's content to a new questionnaire. You can copy questionnaires belonging to the course, or ones marked as 'template'. Check the button next to the questionnaire you want to copy and click 'Continue'. You will enter the questionnaire editor once 'continue' is pressed.

Click the **Continue** button to continue to the questionnaire editor.

Editing a Questionnaire

Fill in the options on this page. There are statements in each blank to explain what to do.

Title - will carry over from the Name you gave it earlier, but it can be changed now if desired.

Subtitle – will appear below the title on the first page only

Additional Info – will appear at the top of the first page of the questionnaire (i.e., instructions)

The screenshot shows the 'Edit Questions' tab of a questionnaire editor. At the top, there are tabs for 'General', 'Edit Questions', 'Reorder Questions/Preview', and 'Finish'. Below the tabs, a message states: 'The information on this page applies to the whole questionnaire. Fill out any options you wish on this page then click on the **Edit Questions** button to edit individual questions.' The form contains three main sections: 'Title' with a text input field containing 'Questionnaire' and a description 'Title of this questionnaire, which will appear at the top of every page. By default Title is set to the questionnaire Name, but you can edit it as you like.'; 'Subtitle' with an empty text input field and a description 'Subtitle of this questionnaire. Appears below the title on the first page only.'; and 'Additional Info' with a rich text editor. The rich text editor has a toolbar with various formatting options (font face, size, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, color, background color, etc.) and a large text area. Below the text area, there is a 'Path:' label and a text input field containing 'Text to be displayed at the top of the first page of this questionnaire. (i.e. instructions, background info, etc.)'.

Confirmation Page –what students will see once they have completed the survey. You may direct them to a web page or to a message you create (*i.e.* Questionnaire complete. Thank you!)

Email –Enter address only if you want to know when questionnaire have been submitted (or leave blank)

Theme – Select from a list of themes for your questionnaire

The screenshot shows a web-based configuration interface for a questionnaire. It has three main sections: 'Confirmation Page', 'Email', and 'Theme'. The 'Confirmation Page' section includes a text box for a URL, a heading text editor with a toolbar (font, size, color, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, undo, redo), and a body text area. Below these is a 'Path' label and a 'Body text' label. The 'Email' section has a text box for an email address. The 'Theme' section has a dropdown menu set to 'default'. At the bottom, there are four buttons: 'General', 'Edit Questions', 'Reorder Questions/Preview', and 'Finish'. An arrow points from the 'Edit Questions' button to the text below.

Click the **Edit Questions** button and the Editing Questions window will appear.

Adding Questions

Question Text: Entering the text of your question (*i.e.* What is your favorite color?) in the Question Text box is optional. It is needed if you intend to export to CSV/Excel format, otherwise can be left blank.

Type: Selects the type of question from the drop-down menu

- **Yes/No** - gives you only these two choices
- **Text Box** - can set the character length of the Text Box and the maximum length of text entered
- **Essay Box** - use the Length and Precision settings for enabling HTML editor. It is not recommended to enable the HTML editor if you want to save the responses to CVS/Excel.
- **Radio Button** – use for one response
- **Check Boxes** – use for multiple responses
- **Dropdown Box** – use for multiple responses
- **Rate (scale 1...5)** – can set Length & Precision parameters to determine the number of columns.
- **Date** – use this type if you expect the response to be a correctly formatted date
- **Numeric** – use this type if you expect the response to be a correctly formatted number
- **Section Text** - not a question but a (short) text which will be displayed to introduce a series of questions.

Length and Precision: Used with a Text box, Essay, Check boxes, and Rate

	Text box	Essay	Check boxes	Rate (1...N)
Length	Visible width of text box	number of columns (character width)	number of required answers	Determines N on a scale of one to N
Precision	Max number of characters in box	number of lines	Max number of selections	Set to 1 (or any non-zero digit) for N/A

Required: Decide if students must answer the question to complete the questionnaire.

If you choose radio buttons, check boxes, or drop-down menu, you may add additional lines.

Saving a Question (illustration above)

1. Click **Save New question button** and another edit question screen will open. You may also edit an already created question by clicking on the question button.
2. When you have finished editing an already existing question your modifications will be saved by any of these actions:

- clicking on the New Question button (to create another new question);
 - clicking on any of the buttons with the number of existing questions (if you want to view/edit any of them) ;
 - clicking on the Reorder Questions/Preview button (recommended);
 - clicking on the Finish button (if you have finished updating the questionnaire).
3. Add more questions by clicking the New Question button. Edit/View existing questions by clicking the question numbers at the top (or bottom) of the page.
 4. When you have finished editing the questionnaire settings and the questions, click the Finish button at the top or bottom of the page. This will take you back to the Update Questionnaire page where you will have to click the Save Changes button to save all your changes.

Reordering Questions

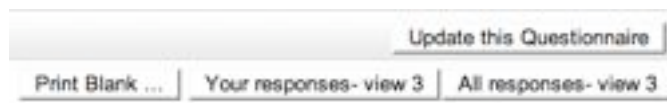
Order	Question	Type	Remove	Edit
1	Do you use maps?	Yes/No	Remove	Edit
2	When have you used a map?	Text Box	Remove	Edit
3	Do you use maps in the classroom with your students?	Yes/No	Remove	Edit
4	Check the kinds of maps have you used personally.	Check Boxes	Remove	Edit
5	Check the kinds of maps have you used in the classroom with your students.	Check Boxes	Remove	Edit

1. Click **Reorder Questions/Preview button**
2. Change the order by clicking on the pull-down menu of numbers to select the desired order

Finishing Questionnaire

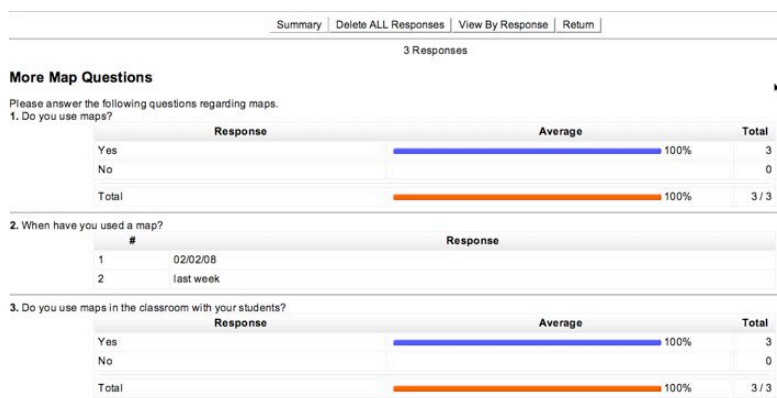
1. Click the **Finish button**
2. Remember to click **Save changes on the next screen**
3. Questionnaire is now located on the course page
4. Students click on the link to complete the questionnaire

Viewing Responses



Access responses by selecting the questionnaire from your course page

- **Print Blank...** - to print a copy of the questionnaire
- **Your responses** – your students may view their own responses, if that was chosen when setting up the questionnaire
- **All responses** – to view results for each question, including an average, and how many responses each question received



Download in text format ⓘ Return

- **Download in text format** - When you click on the Download in text format button, a window opens, asking you whether you'd like to save the data file or open it. Select save. The data file is named after the name of the current quiz, however you can save it under a different name. The proposed data file extension is *.txt, but you can rename it. Note that you must rename it with a *.csv extension for import into Open Office Calc.



- **Summary** – view all responses
- **Delete ALL Responses** – deletes all responses
- **View By Response** – view each student's response
- **Return** – return to questionnaire to either print, view individual response, or view all responses